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Approved For Release 2006/14/4/31:00/A-RDP75-00399R000100100006-0 REPORTS INVENTORY PREPARE IN DUPLICATE 2. TYPE STATISTICAL 1. TITLE OF REPORT (if a fill-in report include Form No.) NARRATIVE REPORT Destruction of Material MACHINE-NAME LISTING TRAINING ADMIN. GENERAL PERSONNEL OTHER (specify) SECURITY LOGISTICS 3. FUNCTIONAL AREA FINANCE MEDICAL 6. DISTRIBUTION (No. of components not 5. FREQUENCY (weekly, monthly, quarterly, etc.) 4. NO. OF COPIES PREPARED number of copies) 1 Quarterly 9. DIRECTIVE AUTHORITY REQUIRING REPORT 7. FORMAT (memorandum, form 8. ADP PROCESSING computer print-out, etc) IF YES GIVE ADP PROCESSING NO. YES **OFI 52** NO Memorandum 11. FEEDER REPORTS (State total number and identify by Title, 10. PREPARING COMPONENT (include lowest level Form No., or nomenclature. Attach separate sheet if necessary.) contributing information to report) C&L Branches and Chief, C&L Div. COST FACTORS PREPARATION AND REVIEW COSTS MANUAL COST PER TIMES HOURLY HOURS PER COST PER YEAR X GRADE REPORT PREPARED REPORT RATE \$ 17.64 4 1 \$4.41 GS-07 \$4.41 13.00 4 1 3.25 3.25 GS-05 36.52 9.13 4 9.13 1 GS-13 34.56 8.64 8.64 1 GS-12 2.84 2.81 1/4. 71 GS-04 20.92 5.23 5.23 1 GS-09 16.84 1 4.21 4.21 GS-06 18.16 4.54 GS-07 4.54 19.52 4.88 4 GS-08 4.88 1 3.78 1/4 .95 4 3.78 GS-05 \$ 183.78 TOTAL COSTS PER YEAR \$ 183.78 13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT. January 1958 Report volume of records destroyed according to Records Control Schedule. FUTURE GOALS ш. ESTIMATED SAVINGS GOAL PROPOSED BY COMPONENT FOR THIS REPORT MAN-HOURS DOLLARS OTHER (explain) RETAIN AS IS CHANGE DISCONT INUE 18. EXTENSION 17. NAME AND TITLE OF PERSON FURNISHING INFORMATION 16. DATE OF INVENTORY Approved For Release 2006/11/13 : CIA-RDP75-00399R000100100006-0

FORM 11.2

Approved For Release 2006개환환경한다 REPORTS INVENTORY PREPARE IN DUPLICATE X STATISTICAL 1. TITLE OF REPORT (if a fill-in report include Form No.) 2. TYPE 0F NARRATIVE REPORT Quarterly Report -- Records Disposition MACHINE-NAME LISTING TRAINING ADMIN. GENERAL PERSONNEL OTHER (specify) SECURITY LOGISTICS 3. FUNCTIONAL AREA Records FINANCE MEDICAL 6. DISTRIBUTION (No. of components not number of copies) 5. FREQUENCY (weekly, monthly, quarterly, etc.) 4. NO. OF COPIES PREPARED Quarterly 4 9. DIRECTIVE AUTHORITY REQUIRING REPORT 7. FORMAT (memorandum, form 8. ADP PROCESSING IF YES GIVE ADP PROCESSING NO. computer print-out, etc) YES OFI-52 X NO Memorandum II. FEEDER REPORTS (State total number and identify by Title, 10. PREPARING COMPONENT (include lowest level Form No., or nomenclature. Attach separate sheet if necessary.) contributing information to report) **PSAD** COST FACTORS PREPARATION AND REVIEW COSTS MANUAL HOURS PER COST PER TIMES COST PER YEAR HOURLY X PREPARED GRADE REPORT RATE REPORT \$ 70.56 4 \$ 17.64 4 \$ 4.41 GS-07 COSTS OF COMPUTER PRODUCED REPORTS TOTAL COSTS PER YEAR \$ 70.56 13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT. FUTURE GOALS ESTIMATED SAVINGS GOAL PROPOSED BY COMPONENT FOR THIS REPORT DOLLARS MAN-HOURS OTHER (explain) RETAIN AS 18 CHANGE DISCONT INUE 18. EXTENSION 17. NAME AND TITLE OF PERSON FURNISHING INFORMATION 16. DATE OF INVENTORY Approved For Release 2006/11/13: CIA-RDP75-00399R000100100006-0

FORM 11,2

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